

TEL AVIV 2020

2nd Regional Symposium on **MYELODYSPLASTIC SYNDROMES**

5-6 MARCH 2020, TEL AVIV, ISRAEL

**ADVANCING
RESEARCH & PATIENT
CARE**

MDS 2020 Symposium Secretariat:
c/o Kenes International
Email: mds@kenes.com

For MDS Foundation Contact:
US number: 1-800-MDS-0839
Outside the US: 1-609-298-1035

Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the **MDS 2020** Exhibition.

The Exhibition will be held as part of the 2nd Regional Symposium on Myelodysplastic Syndromes, March 5-6, 2020, Tel Aviv, Israel

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with Coffee breaks, Lunches, Theater product sessions taking place in the exhibition area.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

For your convenience, the manual has been divided into sections:

- Section 1:** General Information
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- Section 5:** Official Contractors
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Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you and wish you a successful symposium and Exhibition.

Best Regards,

ORNA GILBOA

Senior Project Manager



Rue François-Versonnex 7, 1207 Geneva, Switzerland
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WWW.KENES.COM



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Section 1: General Information

Congress Dates

Monday, 4 March until Tuesday, 5 March 2019.

Symposium Secretariat

Kenes Group

Rue François-Vernonnex 7 1207

Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

E-mail: rpinkas@kenes.com

Exhibition Manager

Mrs. Orna Gilboa

Tel: +41 22 9080488

Email: ogilboa@kenes.com

Senior Project Manager

Mrs. Orna Gilboa

Tel: +41 22 9080488

Email: ogilboa@kenes.com

Registration & Hotel Accommodation

Ms. Keren Abuhassira

Tel: +41 22 908 0488 ext.: 7019

E-mail: kabuhassira@kenes.com

Sponsorship and Exhibition Sales Contact

Noa Freilich Pollack

Tel: +41 22 9080488

E-mail: nfreilich@kenes.com

Venue

Dan Panorama Tel Aviv

10 Kaufman St

Tel Aviv 61501

Israel

Website

For updated information regarding the Conference, please visit the website:

<https://mds2020.kenes.com/>



Exhibition Related Table

Submission of Exhibition Forms	Deadlines	Tick Box Upon Completion
Hotel Reservation for Staff	As soon as possible	
Designed Stand Approval	Immediately	
Text for Fascia (Shell Scheme booths only)	Immediately	
Furniture Rental	Immediately	
Stand Cleaning, Telecommunications, Electricity & Electrical Application	Immediately	
Badge Order	Immediately	
Lead Retrieval Wireless Barcode Reader	Immediately	
Payment of Invoice Balance	Must be received in full before Exhibition opens	



Exhibition Time Table At-A-Glance (subject to change)

Exhibition Timetable	
Set up	
*Thursday, March 5, 2020	00:01-07:00 Or 06:00 -08:00
Exhibition hours	
Thursday, March 5, 2020	08:00 – 17:30
Friday, March 6, 2020	08:30 – 13:00
Breakdown	
Friday, March 6, 2020	13:00-17:00

subject to change

*Timetable is

****Dismantling of the stands before the official hour is not permitted.**

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

PLEASE NOTE:

Empty crates and packaging material must be removed after set-up and no later than Thursday, March 5, 2020 at 07:30

All aisles must be clear of exhibits and packaging materials to enable cleaning.
Any equipment displays aid or other material left behind on Friday, March 6, 2020 after 17:00 will be considered discarded and abandoned.

Off Exhibition Information

Please note that participants will be walking through the Exhibition area to reach Session halls and other Conference activities which will be active before and after the Exhibition Opening Hours.

Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

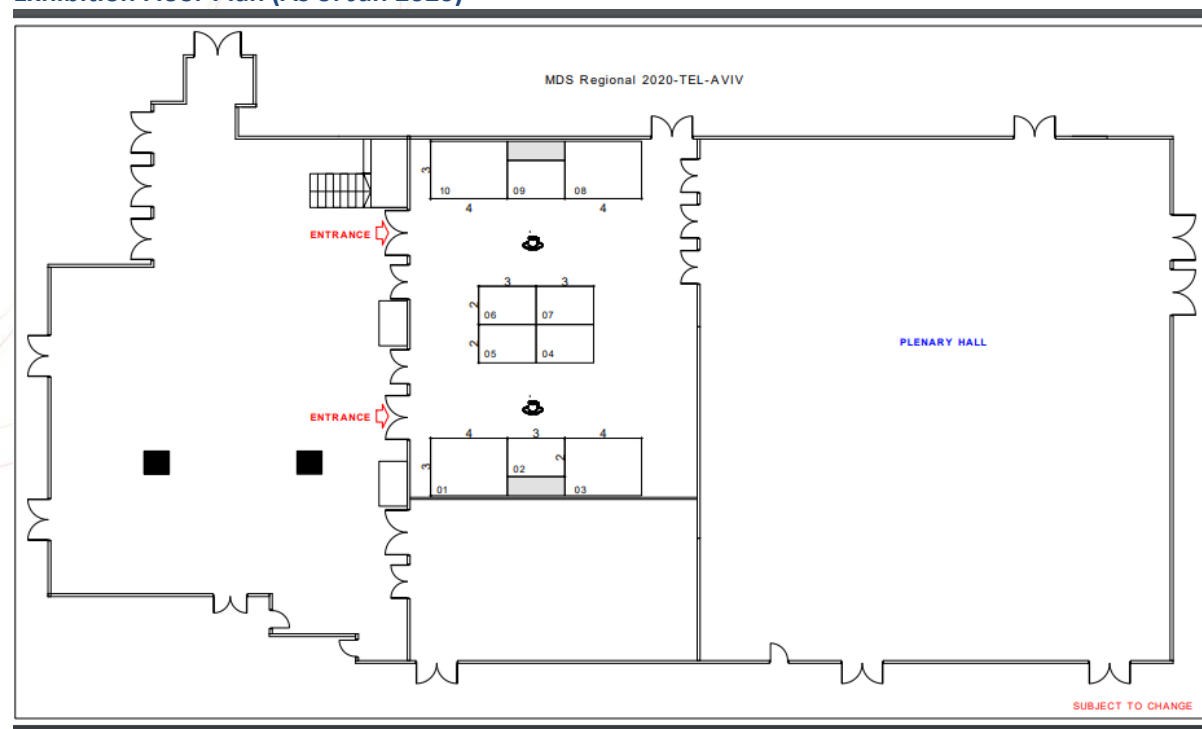
Please note:

It is the exhibitor's responsibility to dispose all materials after dismantling.
Any charges incurred for waste removal will be sent to the exhibitor.



Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of Jan 2020)



List of Exhibitors (as of Jan 2020)

TBA

Section 3: Exhibition Services

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name.

Shell/Space Exhibitors

Two exhibitor badges will be given for the first 6 sqm booked and 1 additional badge for each 6 sqm thereafter.

The Exhibitors' badge gives free access to the exhibition area.

Individual participant names will not appear on badges in order that they may be used interchangeably between staff members. All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the Exhibition.



Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the onsite Registration Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Registration Desk on-site.

On Site Manager

The Exhibition Manager will be available onsite throughout the Exhibition set-up, opening and dismantling period.

Prior to this time, if you have any queries regarding your participation at MDSR2020, please feel free to contact the Exhibition Manager:

Lead Retrieval Application

Lead Retrieval Application is a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.



Lead Retrieval App (no device is included).

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenex K-Lead App".
- Cost per unit – **USD 200**

Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenex International nor the Organising Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

Data Protection Information included for our registrants

In light of the new data protection regulation recently enacted in Europe, Kenex Group has updated its privacy policy.

Kenex will not share your personal data with third parties without your consent.

Please note that similarly to sharing a business card, presenting your delegate badge for scanning at



exhibition booths or industry symposia constitutes an expression of consent to share your personal details with the company that is scanning your badge so that it may contact you in the future.

You can submit your order through the **Kenex Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

Deadline: Immediately

Section 4: Technical Information

Stands Design (Space Only)

Exhibitors who build their own stands are required to submit a scale drawing of their booth, including elevation view and dimensions.

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed stand to be built.
2. A list of all Electrical appliances to be installed in the stand.
3. The name and contact details of their construction company.
4. **Engineer approval**

Each exhibiting company should submit the name and details of their construction company.

You can submit your order through the **Kenex Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

Deadline: Immediately

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

The Organisers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

Work cannot commence until the exhibitor layout is approved by the Organizers.

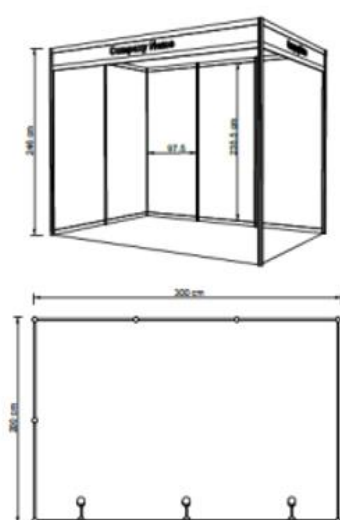
Multi-level structures are not permitted.

Shell Schemes that have been pre-booked with Kenes include:

- Panel dimension: 100 X 250cm
- Fascia including standard lettering
- 1 spotlight per 3 sqm
- 1 banquet table + 2 chairs from the hotel



- Electrical socket including supply
- * *Branding Areas Panels: Please contact:
Sukonik Ltd, Israel
Contact: Sharon Sharabi
Mobile: +972-50-2051051
Tel: +972-3-6830044
Fax: +972-3-5186554
Email: sharon@sukonik.net



- 3. Spot Lights
- 1. Electricity Outlet (1 kw)
- Fascia with Company Name



For illustrative purposes only

Please note:

- Corner stands are provided with two open sides
- **Cleaning is not included**
- **Furniture is not included (We may supply 1 table + 2 chairs from the hotel)**

Fascia Sign

*7 characters, including spaces, may be written on your fascia for every one meter of fascia length. Please submit your fascia order **Immediately**.
If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

You can submit your order through the **Kenes Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

Ceiling and Ceiling Hangings

Ceiling Rigging is not permitted.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Only the Vendor is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor has to order an electrical switchboard from the vendor and to pay for the electrical consumption according to his power needs.

Exhibition Area

The Exhibition is being held in the Israel BCD Ballroom.

Floor

Floor finish: Carpet.

Wi-Fi & Wired Internet

Deadline: Immediately

Parking

Parking is available for a daily rate 08:00-17:00 50 NIS incl VAT per car. And 17:00 – 24:00 30 NIS incl VAT per car.

Security

Neither the organizers nor the venue can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment.

For support please contact:

Mrs. Orna Gilboa

Tel: +41 22 9080488

Email: ogilboa@kenes.com

Stand Catering

The catering in the hotel is exclusive and needs to be requested in advance.

If you require catering for your stand, please contact:

Email: Naama.Zach@danhotels.com

Stand Cleaning

The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.

If you require Cleaning for your stand, please contact:

Email: Naama.Zach@danhotels.com

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Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

Rules and Regulations -*Binding for all exhibitors and their subcontractors*

Build-Up & Dismantling Period

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue **are not allowed without a prior written authorization.**

Insurance (compulsory)

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the venue and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your



expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Liability

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the Exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Section 5: Official Contractors

Stand construction and fittings, furniture hire and signage

Sukonik Ltd, Israel

Contact: Sharon Sharabi

Mobile: +972-50-2051051

Tel: +972-3-6830044

Fax: +972-3-5186554

Email: sharon@sukonik.net

Audio-Visual Equipment, Electrical Hook Ups:

Guy Yankelevich

Sales Manager

Dan Panorama Hotel

Teichman Perchig International Ltd.

Mobile : +972-35355565

Dan.gil@gil-teichman.com

Freight Handling & Customs Clearance Agent**Merkur**

Ms. Zehavit Akerman

Tel : +49 69 747 848

Tel : +972 8 914 6382

Mobile : +972 52 511 4982

E-mail : akerman@merkur-expo.comWeb site: merkur-expo.com**Section 6: Delivery Regulations and Instructions****Delivery & Logistic Services**

Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Conference and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, **Merkur is the sole official agent to handle cargo inside the venue.**

Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Conference bags and display.

Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur. Ms. Zehavit Akerman:
akerman@merkur-expo.com

Section 7: Order Forms

The following orders below are to be filled and submitted Via Kenes Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Deadline: Immediately

- **Company Profile**

- **Badges**
- **Fascia for Shell Scheme only exhibitors**
- **Stand design for space only exhibitors**
- **K-Lead- Lead Retrieval Wireless Barcode Reader and or Mini Scanner order**

If you require any additional services which do not appear in this manual, please contact:

Mrs. Orna Gilboa

Senior Project Manager

Tel: +41 22 9080488

Email: ogilboa@kenes.com

